



Consulate General of the United States of America

Immigrant Visa Unit, Gießener Straße 30, 60435 Frankfurt am Main

Immigrant / Fiancé(e) & K-Visa Application Checklist

This office has received an approved visa petition on your behalf. Please follow these instructions to prepare for your interview. Failure to follow the instructions and/or provide required documents could result in significant processing delays.

For **Immigrant Visa Applicants**: Complete the **DS-260 “Immigrant Visa Electronic Application Form”** for **each** applicant (spouse, children, etc.). The DS-260 is available at: <https://ceac.state.gov/iv/default.aspx> and e-mail (frankfurtvisainquiries@state.gov) our office the confirmation page with barcode. ***If you do not have an invoice number, you should provide your case number (normally beginning with FRN) and your date of birth (in the format DD-MMM-YYYY) in place of the invoice number. In the subject line of your e-mail, please enter I22 – and then your case number.

For **Fiancé(e) and (K) Visa Applicants**: Complete the DS-160 “Nonimmigrant Visa Application Form” online for each applicant at <https://ceac.state.gov/genniv/> pay the visa fee and e-mail (FrankfurtVisaInquiries@state.gov) the confirmation page. IMPORTANT, please select “Frankfurt” as the processing post. In the subject line of your e-mail, please enter I22 – and then your case number.

SCHEDULING APPOINTMENT FOR VISA INTERVIEW: For applicants whose petition was filed with the U.S. Consulate Frankfurt and fiancé(e) visa applicants: once the DS-260/DS-160 has been submitted and the confirmation page e-mailed to our office, you will be notified by this office to go ahead and schedule your own appointment online.

Obtain all documents listed below that are applicable to your case (even if they were previously submitted to USCIS or NVC) and bring them to your visa interview. If your case is an electronic case (Pivot) from the NVC, then please also upload the documents in CEAC. Your original documents will be returned to you at the time of the formal visa interview with the consular officer.

We accept documents in English or German. All documents not in English or German must be accompanied by an English translation. Translations must be certified by a competent and registered translator. Do not separate original and the copy.

DOCUMENT DELIVERY ADDRESS: Further information on document delivery is available at <http://www.ustraveldocs.com/de/de-iv-documentdelivery.asp>. Please bring a copy of your address registration confirmation page to your visa interview.

For **Fiancé(e) and (K) Visa Applicants PROOF OF DOCUMENT DELIVERY ADDRESS**: Please submit a copy of your appointment confirmation at the time of the visa interview instead of the registration confirmation. Further information on document delivery is available at <http://www.ustraveldocs.com/de/de-iv-documentdelivery.asp>.

FEES: *Immigrant Visa* Applicants must be prepared to pay the visa fee on the appointment date. For detailed information about immigrant visa fees please see our website <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/fees/fees-visa-services.html#permanent>

K-Visa applicants must pay the application fee in the **local currency equivalent**. In order to pay the fee, you must create a profile with our Visa Service Provider: <http://www.ustraveldocs.com/de/>. Information on fee payment process is available at <http://www.ustraveldocs.com/de/de-niv-visafeeinfo.asp>. You will not be able to schedule your appointment without payment of the online fee.

PASSPORT The passport must be valid for travel to the United States and have at least 6 months validity beyond the issuance date of the visa. Children must have their own individual passports.

BIRTH CERTIFICATE (original & one copy): An original or certified extract of a birth registration entry for each applicant. Birth records must be presented for all unmarried non-U.S. citizen children under age 21, even if they do not wish to immigrate at this time. The date and place of birth **and parent(s) name(s) must be shown on the birth certificate**. If you or any of your children were adopted, you must also submit a certified copy of the final adoption decree.

MARRIAGE, DIVORCE & DEATH CERTIFICATE (original & one copy): Married persons are required to present a marriage certificate. Proof of the termination of any previous marriage must also be provided (e.g. death certificate of spouse; final divorce decree or annulment).

POLICE CERTIFICATE (original & one copy): Each applicant aged 16 years or older must present a police certificate, if obtainable, from his/her country of current residence and country of nationality (if the applicant resided there for more than six months). Police certificates are required from countries of previous residence, if residence there was for more than one year. Police certificates do not require an Apostille. The certificate from your current country of residence must be of *recent date* (not older than 24 months) when presented to the consular officer. Further information about obtaining police certificates from specific countries can be found on the U.S. State Department website under the "Visa Reciprocity and Country Documents Finder": <https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html> **NOTE:** Police certificates not in German or English must be translated by a certified translator. Please note that **all** police certificate **with an entry** must be accompanied by a certified **English translation**. Present and former residents of the U.S. should **not** obtain a police certificate covering their residence in the United States.

COURT AND PRISON RECORD (original & two copies): Persons who have been convicted of a crime must submit each court record and any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency. **English translations must be provided for all court and prison records.**

MILITARY RECORD (original & one copy): A military service record, if applicable and obtainable, is required.

PHOTOGRAPH: One color photograph for each applicant, regardless of age, is required (less than 6 months old, without glasses). Please write the applicant's name on the back of the photograph. Further guidance is available on our website: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>

AFFIDAVIT OF SUPPORT (original completed form with original signature): Intending immigrants must be able to prove that they will not become a public charge in accordance with guidelines. Please see poverty guidelines sheet which is available on the USCIS website: <https://www.uscis.gov/i-864p>.

• **Who requires an I-864?**

- Individuals qualifying for immigration in the immediate relative category as a spouse, child (including orphans), or parent of a U.S. citizen (IR1, CR1, CR2, IR5).
- Individuals qualifying for immigration in the family based preference categories as the unmarried son/daughter, married son/daughter, brother/sister of a U.S. citizen and the spouse and unmarried child of a Lawful Permanent Resident (F1, F2, F3, F4).
- If you are applying for a **K, DV or SB1** (Returning Resident) you may **complete form I-134**, not I-864, or submit evidence that you will not become a public charge.
- Tips for filling in the I-864 and I-864A can be found at: <https://www.uscis.gov/i-864> and <https://www.uscis.gov/i-864a>
- Complete instructions and forms may be downloaded from <http://www.uscis.gov>.

Proof of U.S. federal income tax returns: The most recent IRS-generated transcript of the most recent U.S. Federal Income Tax Return (1040) and W2s are required from all U.S. citizen sponsors/ joint sponsors. A person may obtain a free IRS-generated transcript by filing IRS Form 4506-T (Form IRS-4506-T) with IRS, Request for Transcript of Tax Return.

K-visa applicants may present their petitioner's Transcript of Tax Return, or their own assets as proof.

MEDICAL EXAMINATION: Applicants are responsible for scheduling their own appointment for a medical examination with one of our approved panel physicians. Making duplicate appointments with one or more of our designated physicians may result in all appointments being canceled and in your visa process being delayed.. **The medical examination is valid for six months!** If these tests expire on or before your interview, you must undergo a modified examination to update your results. Applicants for SIV visa should *NOT* schedule an appointment before the interview date as many special immigrant visa cases require additional administrative processing after the interview. Our approved panel physicians are listed on our website at <https://ustraveldocs.com/de/de-iv-medicalexams.asp>

The Centers for Disease Control and Prevention (CDC) has updated the Technical Instructions (TIs) for panel physicians to include a section on COVID-19. The new TIs add the COVID-19 vaccine to the list of required vaccinations. The new requirements go into effect on October 1, 2021. The update requires all IV applicants, K applicants, and nonimmigrant applicants who are referred for a medical exam to be fully vaccinated for COVID-19 as a part of the medical examination.

In addition to your travel document and appointment confirmation you must now also bring a print-out of your CEAC (DS-260/DS-160) confirmation page with you to the medical examination!

If you need to contact this office to report a CHANGE OF ADDRESS or a change in your situation, such as marriage, death of petitioner, or birth of children, etc. then please get in touch with us through the following link: <http://tinyurl.com/FrankfurtVisas/> or by scanning the QR code



Please fully realize that no advance assurance can be given regarding when or whether a visa will actually be issued and also understand that you **should NOT resign from your place of employment, sell any property, or make any final travel arrangements until the visa has actually been issued and is in your possession.**

Applicants are advised NOT to make any non-refundable travel plans. Issuance of a visa is not guaranteed. A Consular Officer will evaluate your case and make a final determination.